

<i>Library Commission approved minutes as amended on Jul 22, 2019.</i>
--

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tuesday June 11, 2019.

Members Present: Pamela Bailey, Chair; Elizabeth Beechwood; Jon Youngberg; Nickie Augustine; Matthew Hampton, Student;

Members Absent: Kathleen Poulsen, Vice-Chair (excused); Kirsten Beier (excused); Valyrie Ingram (excused);

Staff: Colleen Winters, Library Director

Council Liaison: Adolph “Val” Valfre

Others: None.

2. ADDITIONS/DELETIONS: None.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF May 14, 2019:

MOTION: Elizabeth moved, seconded by Nickie, to approve the May 14, 2019 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters shared comments about the activities of the Library Foundation of Forest Grove:

a) The Foundation board continued efforts related to the **Memorial Garden Project** and the **Ginsburg Memorial**. Eric Canon has started design and making the archway entrance (arbor) to the Memorial Garden, including two benches, using matching metal. Next step: agreement on plants, variety, and location. Hoping for great-looking exterior of library for the library’s October anniversary event.

b) See the Library Foundation of Forest Grove’s web site at: www.fglf.org.

5b. FRIENDS REPORT: Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:

- a) The Friends Board does not meet during summer months.
- b) Online book sales (on Amazon.com by the Friends) remain very active and busy. These sales may have to temporarily stop due to summer vacations.
- c) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT: Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:

- a) Budget meetings held. Expect process to be completed by end of June.
- b) Need for new Forest Grove Police Station – education has started. City residents invited to June 22 tours of the current Police Department building.
- c) Utility increases set for next year. Allows for future growth, better reliability, and maintenance efforts. City feels need to get word out better, about low utility rates in Forest Grove.
- d) “Housing Needs Analysis Update”. West side of town, infrastructure, seem to have enough land for next 20 years to meet demand.
- e) Second annual “Severe Rent Burden” report. Forest Grove has the worst situation in Washington County. Looking for ideas and possible solutions.
- f) Solar feasibility study – at Power & Light substation properties. Early thinking – people, incentives, rebates. Too expensive for City? But for Individuals?
- g) Town center parking study.

5d. LIBRARY DIRECTOR’S REPORT: Colleen Winters reported these items:

- a) Second “**Repair Fair in the Grove**” event occurred Sat May 18 from 2 to 5PM. About 25 people brought in items that needed fixing – including jewelry, appliances, and bicycles. Want to hold another event this Fall.
- b) **Binge boxes** (mentioned last month) have arrived and are getting catalogued. A binge box is a collection of DVDs that are related to a theme. Each collection is housed in a binge box and can be checked out as one item. The library will have about 15 Adult, and 6 Children’s Binge Boxes for checkout to begin with.
- c) Book Club kits (mentioned last month) have been ordered.
- d) **Summer Reading program.** Is now underway and continues through the end of August. Programs and events for all ages. Sign-ups started June 1. 400 children & teens have signed up already. The Friends and a “Ready to Read” grant pay all expenses. Jim, Jillian, and Nathan of library staff are the most involved in the program. Library staff have done school outreach, talking to over 1,000 students, and by using Forest Grove School District e-mail distribution list.
- e) Library Staff (along with Cornelius Public Library staff) attended Kindergarten Roundups this year. Gave out several hundred Library Welcome bags at these events to children entering Kindergarten next fall. The Welcome Bags were funded by the Ready to Read Grant from the Oregon State Library.
- f) Recent Latino Outreach efforts include: a monthly crafts day, extra funding for

Spanish language items, outreach for Summer Reading at Farmer's Market.

g) Ariel Yang has left the library staff - References services supervisor position. Will try an internal recruitment (shorter) this time. Colleen expects to make a lot of progress on this key recruitment in the next month.

h) “Guide to Homelessness” training. Colleen and three library staff members attended this WCCLS training, by Ryan Dowd. Considered very useful. Was very well received. Lots of commonsense ideas. Want message to spread throughout Forest Grove. Web site: www.HomelessLibrary.com

i) Possible “**Local Author**” event to be held at the library in 2020. Elizabeth mentioned this possible library event. Jim J, Colleen, (our local author) Elizabeth, and (local author) MaryJane Nordgren have met and discussed that the library (with Jim J in charge) would like to host an author's fair as a way of supporting local authors. There might be a morning session with readings by local authors, followed by an afternoon session with the authors scattered throughout the library in the section where their books are shelved, perhaps even signing their books, etc. Jim J will come up with a way to decide which authors would participate and investigate how other libraries have done something like this.

j) Jillian has made a useful handout on the Dewey Decimal system, to be used at a Teens and Tweens event.

k) Jim J might visit a future Library Commission meeting and discuss his ideas on future programming at the Forest Grove City Library.

l) WCCLS Strategic Plan update. Started Fall of 2018, end of effort in sight. Has been a big project for them. Goal: a one-page Strategic Plan. Focus: relationship of WCCLS to the county member libraries. Strengths of relationship, and areas to work on. WCCLS is a cooperative, not a system. Colleen will soon let us see a draft of the report. There won't be anything that will affect our library directly. Will be internal to WCCLS.

m) Exciting programs for families in June: Mad Science, a Japanese Drum & Dance troupe, two Escape Rooms, and a visit from OMSI.

6. DISCUSSION OF ITEMS:

a) 110th Anniversary of the founding of the Forest Grove City Library. Colleen wants to hold a month-long birthday party for our library in October 2019. The Friends have offered to pay expenses.

First week: Local Oregon author Willy Vlautin will appear at a reception and author event Thurs Oct 3, 2019. An invitation-only reception?

Second week: Memorial Garden and Ginsburg Memorial dedication

Third week: Fall Used Book Sale – Oct 21 thru Oct 26, 2019.

Fourth week: Community Party with various events planned. Community can participate during the party: contests, events, activities, etc., planned by staff. Colleen wants the Library Commission to do something – a day publicized – get a

Forest Grove Library Commission
Meeting Date – 6:30PM Tues June 11, 2019
Rogers Conference Room
Page 4

treat or a gift like a fancy bookmark. Colleen wants the Library Commission to start thinking about this fourth week event.

Pamela said that we may need separate meetings to plan. Could be a 1-day party, like the annual Wassail Party. Possibly with art activities, goodies to eat, games, music, and giveaway items (like bookmarks). Jon was worried about the date being too close to Halloween (Thurs Oct 31) when other things are happening at the library and downtown Forest Grove. **Saturday Oct 26, 2019** was tentatively chosen as the day for this event. This day is also the last day of the Used Book Sale, but this was not considered a problem. More planning remains ...

b) Study Room Reservation system. The trial project (mentioned last month) will begin soon, and address demand (and complaints) for study rooms at the library.

c) Teens and Tweens Area Update. Jillian of the library staff will come to a future Library Commission meeting and discuss the Teens and Tweens area of the library and after-school activities, etc. What is working and current thinking.

The Teen Council has 8 regular members, who are very involved. A member of the teen council might attend and be part of the update presentation for the commission.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Wednesday July 17, 2019 at 6:30PM, in the Library's Rogers Room.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Colleen Winters, Library Director
Jon Youngberg, minute-taker